

**Contract
FOR
EMPLOYEE ASSISTANCE PROGRAM SERVICES
BETWEEN
CITY OF WEST LAFAYETTE
AND
WILLOWSTONE FAMILY SERVICES**

Whereas the CITY OF WEST LAFAYETTE (hereinafter the "Company") desires to offer Employee Assistance Program Services (Personal Counseling, and Addiction Assessments and Treatment) to its employees; and

Whereas FAMILY SERVICES, INC., D/B/A as Willowstone Family Services (hereinafter "Willowstone Family Services") has the interest in, and capacity to provide employees (and employee dependents as authorized) with Counseling and Addictions Assessments and Treatment to businesses in the Greater Lafayette community;

The Company and Willowstone Family Services agree to abide by the following agreement:

I. Willowstone Family Services Obligations:

- A. Willowstone Family Services will accept employees (and dependents as authorized) of the Company for assessment of behavioral, personal, family, alcohol, or drug concerns; treatment planning; referrals and follow-up (as necessary) and case management. At the request of management, we will also provide services when there is an instance of actual or threatened violence or other trauma at the worksite (e.g., natural disasters, accidents, sabotage, etc.).
- B. Referrals may be confidentially initiated by the employee or required by management as a result of behavior concerns or reasonable suspicion of alcohol or other drug abuse. Employees referred by management will be asked to sign a consent form to release information to the referral source. If the client agrees, the employee's counselor will make recommendations to the supervisor and provide consultation. If the client refuses, management will be so informed and no information will be released.
- C. An appointment will be offered to the employee (or dependent) within 1 week, except in the case of an emergency, which will be scheduled the same working day as the referral. The agency is open Mondays and Thursdays, 9 am – 5 pm, Tuesdays and Wednesdays, 9 am - 8 pm, and Fridays from 9 am-2 pm to facilitate effective appointment scheduling.
- D. A maximum of six sessions annually will be utilized in identifying the nature of the problem, assessing the possible alternative solutions, and developing a course of action to resolve the problem.
- E. After the six sessions to develop agreement on a course of action, other professional services best equipped to provide assistance will be utilized (including the possibility of ongoing services at Willowstone Family Services, if that is what the client chooses; however, the client

will always be provided with three potential providers if further services are recommended. These referrals will be documented in the employee's file.)

F. If the employee needs and/or desires more than the six sessions paid for by the Company, the cost of ongoing services may be covered by the company's health insurance program in most cases. If this is not an option, the employee will be offered referrals for non-covered services from providers who are within the employee's financial reach through sliding fee scales.

G. The counselor at Willowstone will continue to work with these services and with the employee or dependent to assure that they receive the best possible assistance and treatment.

H. If a psychiatric or medical consultation is indicated, Willowstone staff will facilitate setting up an appointment for the employee (or dependent). The employee's health insurance will be responsible for paying for this evaluation directly to the physician.

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J. Willowstone will provide training for management, supervisors, and employees at the request of the Human Resources office or its designee. Family Services will develop all materials and brochures unique to the company. The company will print or pay for printing (\$20/100 brochures) as well as distribution costs.

K. Invoices will be sent to the Company monthly for services provided by Willowstone during the previous month. No client names will be used. Only the client identification numbers assigned by Willowstone to every employee or dependent of the Company using the Personal, Family or Addictions Assessment and Treatment services will be included on the monthly invoice. The dates of each session and amount of staff time will be indicated.

L. Eligibility will be determined by utilizing the company's updated roster of Employees (and/or dependents) provided by the Company's HR office. Employee terminations, transfers, turnover should be immediately brought to Willowstone's attention in order to avoid the charges that will incur to the Company if non-eligible employees use services before Willowstone receives notification of their ineligibility.

M. All EAP invoices and reimbursements will be included in the annual Willowstone financial audit. Any errors or omissions noted at that time will be promptly reported, updated and/or corrected with the company.

N. Willowstone will ensure the confidentiality of employee communications, and to comply with applicable state and federal confidentiality laws, including Public Laws 91-616 and 92-255; the Drug Abuse Office and Treatment Act of 1972, 21 U.S.C. 1175; the Comprehensive Alcohol Abuse and Alcoholism Treatment and Rehabilitation Act of 1970, 42 U.S.C. 4582, the Privacy Act of 1974, Pub.L. 93-579, 5 U.S.C. 522a, HIPAA and applicable regulations.

II. City Of West Lafayette Obligations

The Company will pay Willowstone \$110 per hour for all staff time spent in personal and family counseling services. Addictions Assessments will be charged at the rate of \$110 each, payable in advance of scheduling assessment appointments. Consultations, Management/Supervisory/Employee Training will be charged at the rate of \$110 per staff hour. Willowstone will develop all training materials and brochures and the Company will either print or pay for the printing and distribution costs of such materials

Willowstone and the Company's Human Resource staff or its designee agree to meet at least annually to evaluate the effectiveness of the program and to assure the mutual satisfaction of both companies. It is understood that the Willowstone Clinical Supervisor is available for communication and may be consulted at any time there are questions, special requests and so on.

III. Agreement Approval

The undersigned, being authorized to enter into contractual obligations for the contracting parties, do hereby affirm the terms of the above agreement effective January 1, 2017.

This Agreement shall remain in effect for a period of one year from the date of its execution and shall automatically renew itself on each successive anniversary date, except that either party may modify or terminate the Agreement at any time by giving the other party thirty (30) days advance written notice of its intent to modify or terminate the Agreement.

City of West Lafayette
(Signature Sheet Attached)
Date:

Rebecca Sullivan
Chief Executive Officer
Willowstone Family Services
Date:

Contract for Employee Assistance Program Services between City of West Lafayette
and Willowstone Family Services – Human Resources

APPROVED:

DATE: _____

CITY OF WEST LAFAYETTE
BOARD OF PUBLIC WORKS AND SAFETY

Sana G. Booker, President

Bradley L. Cohen, Member

Brooke E. Folkers, Member

Jason D. Huber, Member

Thomas J. Kent, Member

Attest:

Nichole A. Foster, Deputy Clerk